



## MINUTES

Board of Directors Meeting  
**Development Authority Conference Room  
and via Zoom Meeting**  
September 8, 2021, at 9:30 a.m.

Helen Harris, President  
Steve O'Brien  
Abe Ashton, Vice President  
Tony Lewis, Secretary  
Montie Hicks, Treasurer  
Brad Close

Dan Dulyea  
Doug Long  
Hunter Wilson  
Amy Orndoff  
P.J. Orsini  
Brandon Smith

**ABSENT:** Carey Gano, Kevin Knowles, Doug Copenhaver

**OTHER ATTENDEES:** Patrick Darlington, Associate Executive Director, Sandy Hamilton, Executive Director; Jennifer Smith, Economic Development Coordinator

**GUESTS:** via Zoom—Jim Linsenmeyer, WV Development Office; Mike Bush, Property Management, Real Property Solutions; Ken Barton, Legal Counsel, Steptoe & Johnson; Chris Strovel, Senator Capito's Office; Emily Keefer, Martinsburg Journal

- I. Call to order—President Harris called the meeting to order at 9:30 a.m.
- II. Determination of Members Present and the Existence of a Quorum—President Harris reported that a quorum was present.
- III. Proof and Filing by Secretary the Notice of Meeting— Secretary Lewis confirmed the meeting agenda was posted to the public on Thursday, September 2, 2021
- IV. Reading and Disposal of Prior Month's Minutes of the Board —The Board reviewed the minutes of the last Board Meeting of August 11, 2021. No corrections to the minutes were requested.
- V. Public Comments— President Harris welcomed the guests to the meeting and invited them to introduce themselves.
- VI. Report of the President—  
President Harris began her report making sure that all communication should be

directed to Sandy and Sandy will direct staff accordingly.

- VII. Finance/Audit Committee Report—Chairman Hicks reviewed the financial statements from July 2021 and stated that the committee is in the process of reviewing the budget for 2022.

*Mr. Wilson made a motion to approve the Financial Report as presented, subject to audit. Seconded by Mr. Dulyea. Motion approved.*

- A. Resolution for Loan Modification – Chairman Hicks discussed several scenarios for reducing the interest rates on the Foxcroft Avenue Property. His recommendation was a loan modification through CNB that would reduce the interest rate from 4.95% to 3.65% fixed rate. This would drop the payments monthly by \$2,400.

*Ms. Orndoff made a motion to approve the loan modification through CNB Bank at a fixed interest rate of 3.65%. Seconded by Mr. Long. Motion approved.*

- B. Financial Recommendations – moved to Executive Session  
C. Reserve Recommendations – Chairman Hicks mentioned the committee was looking into a 4-year plan for the Development Authority. He will have more information to present in the October Board Meeting.

- VIII. Report of Chairperson of Standing Committees—

- A. Executive Committee—President Harris confirmed the committee will meet on September 29, 2021.  
B. Business Development Committee—Chairman Orsini deferred to executive session.  
C. Marketing Committee— Chairman Smith discussed the video marketing project as well as the community survey.  
D. Government Affairs and Infrastructure Committee— Chairman Lewis discussed the August 18, 2021 Broadband long-term plan meeting had representation from the county and Board. Interviews for the RFQ will be held on Thursday, September 9, 2021.  
E. Property Management Committee- Chairman Wilson discussed the property management reports and deferred to review proposal of lease in executive session.

- IX. Report of By-Laws Ad-Hoc Committee—Chairman Lewis reported that he will contact Alan Davis, County Administrator to schedule a joint meeting to discuss the Bylaws.  
X. Strategic Plan Ad-Hoc Committee—Chairwoman Orndoff reported that her committee has been working on the community survey.

- XI. Report of Staff

- a. Executive Director—Ms. Hamilton reviewed her monthly report and gave

out a list of accomplishments for her past 5 years as Executive Director.  
There were no questions.

- b. Associate Executive Director- Mr. Darlington reviewed his monthly report. There were no questions.
- c. Economic Development Coordinator— Ms. Smith reviewed her monthly report. There were no questions.

XII. New Business – Project Maple Addendum – Will be the 2<sup>nd</sup> Addendum. It will be the extension of the feasibility period to January 21, 2022. Executive Session for further discussion.

XIII. Other Business—Provisional PILOT Opportunities – Tabled for Executive Session for further discussion.

XIV. Executive Session—President Harris entertained a motion to enter into Executive Session to discuss pending legal matters and real estate matters.

*Mr. Dulyea made a motion to go into Executive Session at 10:05 a.m. to pending legal matters and to discuss real estate matters. Action may be taken. Mr. Ashton seconded the motion. session and The Board returned to open session at 11:15 a.m.*

*Mr. Wilson made a motion to allow Property Management Committee to spend up to \$5000 to enter into the bid process for the VA. Mr. O'Brien seconded the motion. Motion passed.*

*Mr. Wilson made a motion to allow the chairman to sign all documents for PILOT in coordination with the county. Mr. Lewis seconded the motion. Motion passed.*

*Mr. Orsini made a motion to grant the chairman to enter into a contract extension for 120 days for Project Maple with a 30-day kickout and further if that is unacceptable to the buyer that the BCDA not grant the 120-day amendment. Mr. Wilson seconded that motion. Motion passed.*

XV. Member Informational Reports and Announcements- numerous community events and announcements were communicated.

XVI. Adjournment—There being no further business, the meeting was adjourned at 11:21 a.m.

Respectfully submitted,

Anthony Lewis  
Secretary

Helen Harris  
President